

Amador County Unified School District
ADMINISTRATIVE ASSISTANT III -DISPATCHER (TRANSPORTATION)

Definition

Under general supervision, to act as secretary to Director of Transportation; to do a wide variety of responsible clerical work. To assist in coordinating the safe, efficient, and on-time performance of school bus service; perform dispatching and clerical support duties; schedule and dispatch regular and special education bus drives; coordinate the assignment of regularly scheduled routes, special events, and field trips. To assist in cultivating a safe working environment; and to perform other job-related duties as required.

Class Characteristics

The incumbent of this class performs specialized technical and clerical work in the development of routes and schedules; and in the establishment of specialized record keeping systems and maintenance of records. The incumbent works with considerable independence due to the necessity to cover frequent absences of the supervisor from the department administrative office. Home-to-school routes are reviewed and approved by the Director of Transportation prior to implementation. Decisions which involve a departure from established policy, procedures, and practice are generally referred to the Director, but may be made by the incumbent if an urgent situation requires an immediate decision. The incumbent has a high level of communication with bus drivers and school administrative staff which requires the exercise of tact, good judgment, and an in depth understanding of the transportation programs.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Communicate with drivers by radio to prevent interruption of service.
- Open or close the dispatch office each operation day.
- Performs a wide variety of secretarial and clerical duties for the Director of Transportation
- Drive assigned route and/or performs substitute driving as needed.
- Maintain special and regular education routes, including minimum days and special schedules, ensuring complete and accurate records.
- Makes travel arrangements for workshops and conferences.
- Assist for efficiency, recommending, and implementing changes as needed.
- Review school bell times, traffic patterns, and bus stop locations to ensure and/or improve the operation and/or its efficiency.
- Takes and screens calls and schedules appointments for the Director of Transportation.
- Provide assistance to and confer with drivers, students, parents, schools, department personnel, and others as required, ensuring a high quality working relationship exists in all communications.
- Maintains District and transportation policy books
- Issues, collects and maintains records of keys issued to bus drivers.
- Prepares material and information for substitute drivers.
- Calls for and releases substitute drivers.
- Maintains petty cash.
- Maintains compensation time records.
- Maintains vendor ledgers.
- Prepares requisitions for purchase orders.
- Assist with new and revised procedures to Transportation Department.

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- Coordinates major projects involving the Transportation Department.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard office procedures and practices, including but not limited to, filing systems, advanced receptionist and telephone techniques, letter and report writing, and sound record keeping procedures.

Correct English usage, spelling, grammar, punctuation and syntax.

Basic mathematics.

Common public relations courtesies, practices and techniques.

Demonstrated proficiency in Microsoft Word and Excel.

Ability to:

Deal with high stress situations in a calm and tactful manner. Meet physical and/or mental requirements associated with tasks outlined in this position description.

Must maintain confidentiality; be reliable, on time and responsible for completion of assignments.

Demonstrate respect and support of the department and staff, work cooperatively with the department's management and provide support to school bus drivers.

Maintain and encourage a functional working relationship with all co-workers.

Ability to adjust to changes in workload, assignments, priorities and policies.

Work cooperatively with community, employees, faculty, and parents in a friendly and effective manner to maintain the best possible working relationships.

Organize work to meet deadlines

Compose correspondence independently.

Type at a speed of 50 words per minute.

Licenses and Certificates

Possession of a Class C California driver's license.

Possession of a valid first aid and CPR certification.

Must maintain a driving record that assures insurability by the District's insurance carrier.

Training and Experience

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience in student transportation or other vehicular dispatching and clerical work.

Physical Demands and Working Conditions

Positions in this class perform work which is primarily sedentary.

Lifting, pushing, and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Positions in this class require the mobility to stand, reach, stoop, bend, and input data using a keyboard.

Positions in this class require vision (which may be corrected) to read small print.

Salary Level

Range 22 of the ACUSD Classified Salary Schedule.

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